

JOB DESCRIPTION

Job Title:	Costume Trainee
Responsible to:	Head of Costume
Location:	Edington Street Production Studios, Theatre Royal and on tour

MAIN PURPOSE OF JOB

To contribute to the work of all areas of the Costume department while receiving on-the-job training from senior members of staff.

KEY RESPONSIBILITIES

Costume Workroom & Offices at Edington Street Production Studios

- Sewing and finishing traditional men's and traditional women's garments as directed by costume cutter
- Cutting out garments and linings from patterns prepared by the costume cutter
- Attending fittings, taking notes, carrying out alterations
- Assisting costume supervisor to manage shows, source garments and cloth
- Assisting costume supervisor in preparing a costume bible
- Acting as costume supervisor for small projects under guidance of senior staff

Running Wardrobe at Production Studios, Theatre Royal and on tour

- Dressing work, costume care and storage, packing for get-in and get-out
- Laundry work, hand and machine washing, ironing and pressing

Costume Store work at Production Studios

- Looking out costumes for hire or rehearsals
- Looking out stock costumes and accessories for fittings
- Assessing costumes by historical period
- Laundry work, hand and machine washing, ironing and pressing
- Entering details of hired costumes on computer

General duties

- Assisting in any other areas of costume work
- Office tasks: filing, photocopying, sampling cloth, ordering cloth by telephone and email
- Entering costume records on computer
- Maintaining high standards of safety in the workplace
- Helping to promote Scottish Opera's Emerging Artists programme to funders and press

Training

- Receiving instruction from senior staff in all the above areas
- Studying the process of pattern drafting
- Studying the history of costume
- Learning simple planning skills, budget management and acquisition techniques
- Learning preparation of a costume bible, costume plot and dressing notes

QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

Desirable:

- Experience of costume-making work for theatre
- Experience of costume dressing
- Knowledge of historical costume
- Basic costume-cutting skills

Essential:

- HNC, HND, or degree level qualification in Theatre Costume Construction or Fashion
- Creativity
- A passionate interest in theatre costume
- A commitment to delivering high quality work
- Good hand sewing skills
- Accurate sewing technique on an industrial sewing machine and on a domestic machine
- Attention to detail and neatness in finishing garments

GENERAL TERMS AND CONDITIONS

Hours:	39 hours per week Normally Monday to Friday between 8.30am and 5pm, but some evening work will be required, and some work on Saturdays and Sundays
Annual salary:	£27,384.30
Holiday entitlement:	25 days
Probationary period:	3 months
Pension:	You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the company contributes 8%. You are not obliged to join the Pension Scheme, but can choose to opt-out if you wish.